



Department of Human Resources & Civil Service

Continuous Recruitment Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

LS3-0521-11

Legal Secretary III

- Application Fee: **\$15.00**
- Examination Date: **May 21, 2011**
- Application Deadline: **April 8, 2011** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
- Performance Test: This examination requires a **thirty-five (35)** word per minute **Qualifying Typing Performance Test**
- Performance Test Date: **To be announced** – If you can not attend on this date, you must take a Typing Test with another agency. Please see the attached form PTW-1 (page 5 of this announcement) for additional information.
- Who May Apply: **Qualified residents of Monroe County**
- Salary: **\$24,307 - \$31,091 annually (Monroe County)**
Varies with other agencies
- Employment Opportunities: **The Monroe County Department of Law has one (1) position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.**
- The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its *part-time equivalent office secretarial experience, six (6) months of which shall have been in legal work; OR,
- (B) Graduation with a diploma or certificate from a school of business or business institute with a major in Secretarial Science, Word Processing, or a related area, plus one (1) year of paid full-time or its *part-time equivalent office secretarial experience six (6) months of which shall have been in legal work; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science or related area, or graduation from a school of business or business institute with an A.O.S. degree in Secretarial Science or related field, plus six (6) months of paid full-time or its *part-time equivalent office legal secretarial experience; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Legal Secretarial Science; or graduation from a school of business or business institute with an A.O.S. degree in Legal Secretarial Science; OR,
- (E) Any equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

Special Requirements:

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

* part-time equivalent experience is as follows:

0-9 hours per week = no credit

10-19 hours per week = 1/4 (one-quarter) of full-time work

20-29 hours per week = 1/2 (one-half) of full-time work

30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Residency Requirement:

Applicants must be residents of Monroe County for at least four (4) months at the time of examination.

Fees:

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

This is an entry-level secretarial position responsible for performing secretarial work and routine legal clerical tasks to assist a staff of attorneys in a law department or law office. The work is performed in accordance with well established procedures and policies with detailed instructions given for new or more complex assignments. The Legal Secretary III operates a variety of office equipment in typing confidential legal documents including but not limited to, the electronic work station, word processing and data entry equipment and electronic transcription equipment. This position differs from Legal Secretary II by performance of less complex work that is more closely supervised. General supervision is received from an attorney, administrator, or clerical supervisor. Supervision of others is not a responsibility of this class.

Scope of Examination:

The examination for this position will consist of two parts: (1) a rated written test and (2) a qualifying typing performance test. Candidates must pass **both** parts of this examination in order to receive a final passing grade for the entire examination. Your rank on the eligible list will be determined by your score on the written test only.

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

1. Spelling

These questions are designed to test the candidates' ability to spell words that office employees encounter in their daily work.

2. English grammar and usage. Punctuation

The English grammar and usage questions are designed to test the candidates' ability to apply the basic rules of English grammar, usage, and sentence structure. The punctuation questions will be designed to test the candidates' knowledge of appropriate punctuation marks and their correct placement in sentences.

3. Keyboarding practices

These questions are designed to test the candidates' knowledge of preferred practices in areas such as, but not limited to, capitalization, hyphenation, spacing, word division, tabulation and proofreading.

4. Office record-keeping

These questions are designed to evaluate your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

5. Office practices

These questions are designed to test the candidates knowledge of generally agreed upon practices governing situations which secretaries, stenographers and typists are likely to encounter in their work, as well as their knowledge of how office work could be accomplished within reasonable limits of time, effort and cost. The topics covered may include, but not be limited to, such issues as designing work flow, setting priorities, dealing effectively with staff and visitors, filing and retrieving information, using office equipment, and making procedural decisions and recommendations which contribute to a well-managed office.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

A "**Guide to Taking the Written Test for the Entry level Senior Stenographer/Senior Typist Series**" is available at the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614. The guide is also available on the Monroe County Web Site listed at the bottom of this page or by sending a self-addressed, stamped envelope to the above address. This guide contains sample test questions similar to the question that will be used in this written test.

The **Qualifying Typing Performance Test** will consist of a test in accuracy and speed of typing at a minimum acceptable rate of **thirty-five (35)** words per minute with a 96% accuracy rate. The typing test will be administered only to candidates who receive a passing score on the written test. Candidates will be notified by mail of the scheduled date, time and place of the typing performance test.

Please see the attached form PTW-1 for information about waiving the typing performance test.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a

supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Eligible List:

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidates scores from the different testing dates will be inter-filed. The names of the successful candidates will remain on the eligible list for one (1) year to fill present and future vacancies.

Appeals Process:

No review or appeal is allowed. The questions and answers have been subjected to careful analysis. The exemption of these questions from any candidate review or appeal permits more prompt establishment of lists and earlier appointments.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Children of Firefighters and Police Officers Killed in the Line of Duty:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Legal Secretary III, LS-0521-11

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination three days before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: March 11, 2011

PTW-1 03/2007

MONROE COUNTY TYPING PERFORMANCE TEST WAIVER

Name (Please Print)

Social Security Number

Date of Civil Service Exam

The exam you are taking requires a Qualifying Typing Performance Test. The exam announcement will inform you of the minimum words per minute required to pass your typing performance test along with additional information.

**WAIVER AND/OR DOCUMENTATION MUST BE POSTMARKED, FAXED OR RECEIVED
IN THIS OFFICE NO LATER THAN THIRTY (30) DAYS AFTER THE WRITTEN EXAM.**

If you submit this waiver and/or documentation but it is not done correctly or information is missing or incomplete, it will be returned to you. If you do not submit this waiver and/or documentation within the thirty (30) day time frame, you will be required to take the scheduled typing test. You will be notified by mail of your test time and location.

I AM REQUESTING A WAIVER OF THE TYPING PERFORMANCE TEST BECAUSE:

____ 1. I am providing documentation that I have been successful on a five (5) minute typing performance test at or above the rate of speed required for the exam I am taking, with at least a 96% accuracy rate.

- The actual typing test date must be within five (5) years prior to or within thirty (30) days after the written exam.
- Documentation may be from a high school continuing education, college, business school, employment agency or local civil service agency.
- Proper documentation consists of:
 - ✓ Name
 - ✓ Social security number
 - ✓ Date of performance test
 - ✓ Statement saying typing test was five (5) minutes in length
 - ✓ Speed in words per minute
 - ✓ Number of errors
 - ✓ On official letterhead with the signature, title and phone number of the person providing the documentation

____ 2. I am **currently employed** by Monroe County or a public agency or jurisdiction served by the Monroe County Civil Service Commission and presently hold permanent or contingent permanent competitive status **in a title that required a typing performance test at or above the rate of speed required for the exam I am taking.**

Current title: _____

Dept or jurisdiction: _____

MAIL	FAX
Monroe County Department of Human Resources 39 West Main Street, Room 210 Rochester, New York 14614 Attention: Joyce	(585) 324-1735 Attention: Sue